Enclosure C

Subj: **Fw: E-Rate Program/Confirmation of SPIN Change/FRNs 835145 &835157 & 835170**
Date: 5/15/03 9:03:25 PM Eastern Daylight Time
From: TONYN@ICMCORPORATION.COM (sIMLAB)
To: tonyicm@aol.com

----- Original Message -----
From: "SLDClient Operations" <SLDClientOperations@sl.universalservice.org>
To: <Tonyn@icmcorporation.com>
Sent: Thursday, May 15, 2003 3:26 PM
Subject: E-Rate Program/Confirmation of SPIN Change/FRNs 835145 &835157 &
835170

A request to change/correct the Service Provider on the following Funding
Request(s) (FRN) was granted.
As the new Service Provider, you will receive a Funding Commitment Decision
Letter
(FCDL). PLEASE NOTE: While this FCDL will contain more detailed information
on the
 FRN(s) listed below, it will show the ORIGINAL COMMITMENT amount, rather
than
the amount that remains undisbursed for this FRN.
THIS E-MAIL IS FOR ADVISORY PURPOSES ONLY. REPLIES WILL NOT
BE RECEIVED. IF YOU HAVE QUESTIONS REGARDING THE SUBJECT
OF THIS ADVISORY E-MAIL, PLEASE CALL OUR CLIENT SERVICE
BUREAU AT 1-888-203-8100.
Applicant:
HORIZON SCHOOL
51 OLD ROAD
LIVINGSTON, NJ 07039
Contact ALAN MUCATEL Phone: (973) 763-9900
Form 471 Application Number: 316671

Funding Request No. (FRN): 835145
New Service Provider: Independent Computer Maintenance, LLC
New SPIN: 143026575
Original Commitment Amount: $34,344.00   *Maint*
Disbursement $0.00
CAP Remaining: $34,344.00
Date of 5/9/03
A Form 486 has been filed for this No
This FRN includes Non-Recurring Yes

Funding Request No. (FRN): 835157
New Service Provider: Independent Computer Maintenance, LLC
New SPIN: 143026575
Original Commitment Amount: $138,330.00
Disbursement $0.00
CAP Remaining: $138,330.00   *cAble*
Date of 5/9/03
A Form 486 has been filed for this No
This FRN includes Non-Recurring Yes

Funding Request No. (FRN): 835170
New Service Provider: Independent Computer Maintenance, LLC
New SPIN: 143026575

Original Commitment Amount: $107,625.51
Disbursement $0.00
CAP Remaining: $107,625.51   *EQuiP*
Date of 5/9/03
A Form 486 has been filed for this No
This FRN includes Non-Recurring Yes

————————— Headers —————————
Return-Path: <TONYN@ICMCORPORATION.COM>
Received: from rly-xg02.mx.aol.com (rly-xg02.mail.aol.com [172.20.115.199]) by air-xg03.mail.aol.com (v93.12) with ESMTP
id MAILINXG33-7353ec438dd3a3; Thu, 15 May 2003 21:03:25 -0400
Received: from mta6.srv.hcvlny.cv.net (mta6.srv.hcvlny.cv.net [167.206.5.17]) by rly-xg02.mx.aol.com (v93.12) with ESMTP id
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by mta6.srv.hcvlny.cv.net
(iPlanet Messaging Server 5.2 HotFix 1.14 (built Mar 18 2003))
with ESMTP id <0HEY00JHFG86K1@mta6.srv.hcvlny.cv.net> for tonyicm@aol.com;
Thu, 15 May 2003 21:02:30 -0400 (EDT)
Received: from cable (ool-4355abe0.dyn.optonline.net [67.85.171.224])
     by asv8.srv.hcvlny.cv.net (8.12.9/8.12.9) with SMTP id h4G11uHE003683   for
<tonyicm@aol.com>; Thu, 15 May 2003 21:01:57 -0400 (EDT)
Date: Thu, 15 May 2003 20:50:04 -0400
From: sIMLAB <TONYN@ICMCORPORATION.COM>
Subject: Fw: E-Rate Program/Confirmation of SPIN Change/FRNs 835145 &835157 &
 835170
To: tonyicm@aol.com
Message-id: <002101c31b45$1735c8c0$6601a8c0@cable>
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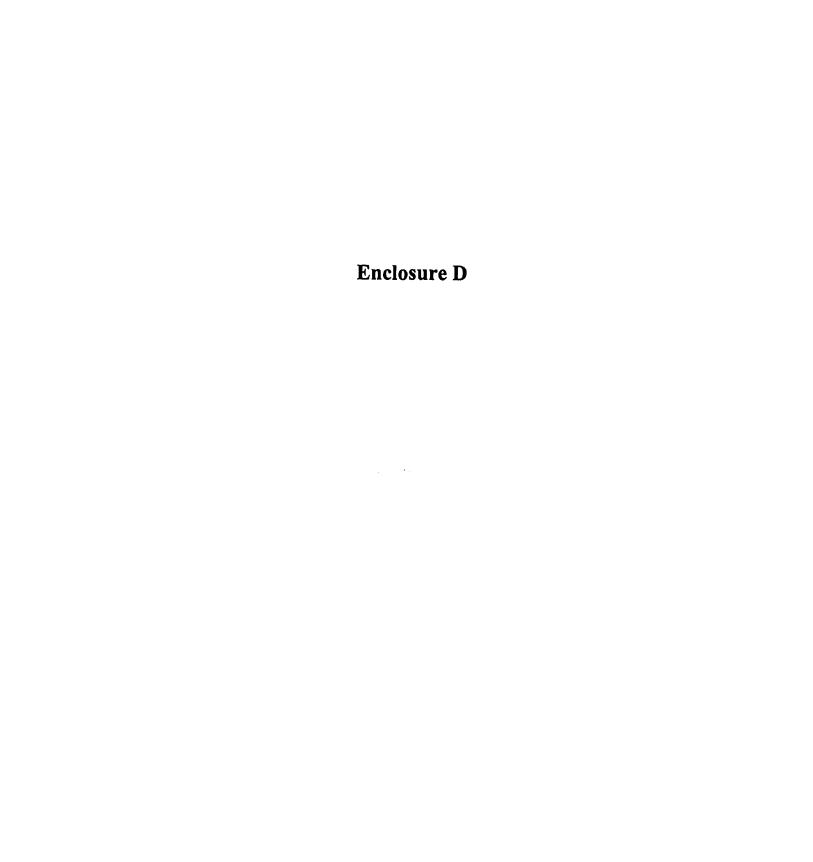X-MIMEOLE: Produced By Microsoft MimeOLE V6.00.2600.0000
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Content-transfer-encoding: 7BIT
X-Priority: 3
X-MSMail-priority: Normal

Enclosure D

TECHNOLOGY PLAN FOR

HORIZON SCHOOL

(For Years 2003-2004)

I. Executive Summary

    A. Mission statement

    B. Plan Summary

II. Information Technology Assessment

    A. Current inventory of equipment and services

        1. Computers

        2. Telecommunications

        3. Internet access and services

        4. Other technologies

    B. Current program status

        1. Curriculum integration

        2. Staffing and training

    C. Current budget

        1. Equipment and services

        2. Upgrades and maintenance

        3. Related infrastructure

        4. Staffing and training

    D. Needs assessment

        1. Recent developments and current status

        2. Planning process

III. Technology Objectives and Plans

A. Overview

1. Overall objectives

2. Grade-appropriate curriculum integration

3. Basic technology architecture and infrastructure plan

B. Equipment and service components

1. Hardware/software

a. Computer

b. Telecommunications

c. Other

2. Services

a. Computer and Internet access

b. Telecommunications

c. Other (e.g., distance learning)

3. Infrastructure

a. Facility construction and/or renovation

b. Telecommunications and electrical wiring

4. Related programs

a. Upgrades and maintenance

b. Security and privacy

c. Inter-school initiatives

5. Deployment schedule

C. Staffing and training

    1. Technology coordination

    2. Support and maintenance

    3. Curriculum planning

    4. Staff training

    5. Other resources

IV. Plan Administration and Budgeting

A. Current plan approval status

    1. Internal

    2. Independent review and approval

B. Budgeting

    1. Equipment purchases and services schedule

    2. Annual budgeting and approvals

    3. Special bond issuance and approvals, if applicable

    4. Other funding sources

        a. Grants

        b. E-Rate discounts

C. Ongoing planning and review

    1. Plan review and revision plans

    2. Technology program monitoring and evaluation process

VISION STATEMENT:

- Technology is a tool to improve student motivation and learning.
- Classroom teachers will become guides directing students in learning activities rather than being the conveyors of facts and information.
- Technology will benefit students in the following ways:
- They will have greater control over their own learning,
- They will be able to adapt to our rapidly changing society, and
- They will be able to create, access, exchange, and analyze information readily from electronic sources.
- Technology supports learning by:
- Serving as a tool for teaching and learning,
- Accommodating different curriculum needs,
- Accommodating different learning styles, and
-
- Providing access to information.

All students in the school will be able to access and effectively use any information needed to function as a productive member of the 21st century society.

Teachers in the school will be able to use state-of-the-art technologies to prepare and deliver their lessons

Current state of cabling and electrical support within the building for technology-based school services:

The school has been cabled as requested through the E-rate program with Category 5 standard cabling.

Electrical service in all buildings is adequate.

Goal 1

To integrate voice, video and data networks capable of providing communications at the school, division, and national levels.

Strategies

1. Conduct a survey to determine the status of network capabilities for each school division.
2. Develop and distribute guidelines (standards) for building-wide networking to support voice, video, and data.
3. Collaborate with agencies and institutions responsible for design and implementation of statewide and national infrastructure to assure compatibility and connections to all schools (e.g., Title III participation).

Goal 2

To improve teacher and student access to technological resources in classrooms and other learning centers through equitable distribution of grants, equipment, software, and technical assistance.

Strategies

1. Provide a network-ready multimedia microcomputer in all classrooms.
2. Provide for network-ready microcomputers for classrooms to help schools achieve a 5:1 student to microcomputer ratio.
3. Encourage pilot projects to permit students to check out microcomputers for home use.
4. Explore and provide suitable [assistive] devices for special needs students.
5. We plan to acquire 5 to 10 additional computer workstations in addition to the equipment applied for under the e-rate funding program. In addition, at the time of the upgrade, the school will replace several of the existing "dumb" terminals with Internet computer workstations. See current budget for details.
6. We are not requesting new servers as part of the e-rate application and no additional network drops in any rooms. We currently have 60 computers.
7. The new computer system utilizes Microsoft Windows 2000 Server software as its operating system.

8. Additional Windows 2000 Workstation operating software for all new computers being added to the school's network.

9. Such new online and CD-ROM multimedia software titles as appropriate will be acquired.

10. Additional, full text bibliographic databases will be acquired.

11. The school will provide greater access to business application software such as those included in Microsoft Office 2000 word processing, spreadsheet, and database applications. Other business applications as appropriate will be added.

12. Dial in lines will be added.

13. Web access to the school will be maintained.

14. The school's router, hubs, DSU's will be upgraded and/or added too.

15. Installation or upgrades to the electrical support within the building, if any, that will be required to implement the technology-based school computer system has been made.

16. The school was completely renovated. All current and foreseeable electrical support needs were factored into the architectural plans for the project. New electrical systems are in. They are capable of handling current and future needs. The school's retrofitting is relatively new or is totally renovated. No additional electrical support is needed. Server and equipment closets are already in and are in an air-conditioned location.

17. The existing equipment is currently under warranty and under a maintenance contracts. The staff, especially the computer teacher, also help maintain the equipment in addition to patrons who volunteer their time. The new e-rate equipment will be covered by a twelve month maintenance contract with Independent Computer Maintenance LLC., as requested in form 471 for Funding Year 2003.

Goal 3

Establish extensive training programs and appropriate incentives for teachers to enhance teaching and learning through the use of educational technologies.

Strategies:

1. Establish guidelines and specifications for teacher training.
2. Offer incentives for each educator who completes five graduate-level hours of staff development toward re-certification or endorsements.
3. Expand employment of technology specialists and recommend changes in existing regulations or the creation of new endorsement provisions for professionals in educational technology.
4. Use the recent work of the National Council for Accreditation of Teacher Education (NCATE) to define teacher competencies in areas of instructional technology.

5. Staff assigned to work in the various departments of the school are trained to use the technology-based school services in their respective departments.

6. Staff are trained in the use of the integrated school system as follows: circulation desk staff are trained in the use of the circulation components, staff assisting the students in identifying materials are trained in the database section of the system, and catalogers are trained in the cataloging section of the system.

7. Staff has been trained in email, and given email accounts. All staff members are trained in the use of Internet browsers.

8. Staff members fully trained in utilizing all of the online and CD-ROM software services located throughout the school.

9. Staff place school loan requests, and they are fully trained in the use of the school's loan software systems.

10. Students are trained in the use of the technology-based school services on a case by case basis. Topics included in the training include the use of the computer, navigating around the software operating system, and using the specific applications.

11. The school operates a computer training center which is used to train students and teachers. The computer training session is also used to train the school's staff members. The students and staff are trained in the lab when the demand arises. Teachers and staff also attend training workshops and continuing professional education seminars.

12. Training in the use of the school's computer systems will continue for staff and students. Student training is always an ongoing process as persons new to the school need to be trained in accessing the information and Internet.

13. As additional Internet computers are added to the school, staff and students in the school will be trained in the use of the new computers.

14. To the extent that agencies throughout the area are on the Internet, the staff and students will require training in the use of the computers and in accessing the Internet. The school will facilitate training of those students and staff on an ongoing basis.

15. The school will continue and expand training in the use of online and CD-ROM multimedia titles, the use of full text bibliographic databases, and business oriented software applications such as word processing, spread sheet and database creation, and other business software applications.

16. The school will provide instruction in the use of the community information database that it will create.

Goal 4

Educators and administrators will have access to technologies that provide for the maintenance, reporting, and analysis of student and administrative data.

Strategies:

1. Adopt a comprehensive, standardized software package to support student and administrative data management, analysis, and reporting.
2. Study future incorporation of a classroom management system to interface with other administrative software.

Goal 5

A system of ongoing evaluation will be established for assessment of technology applications, teacher preparation, and training.
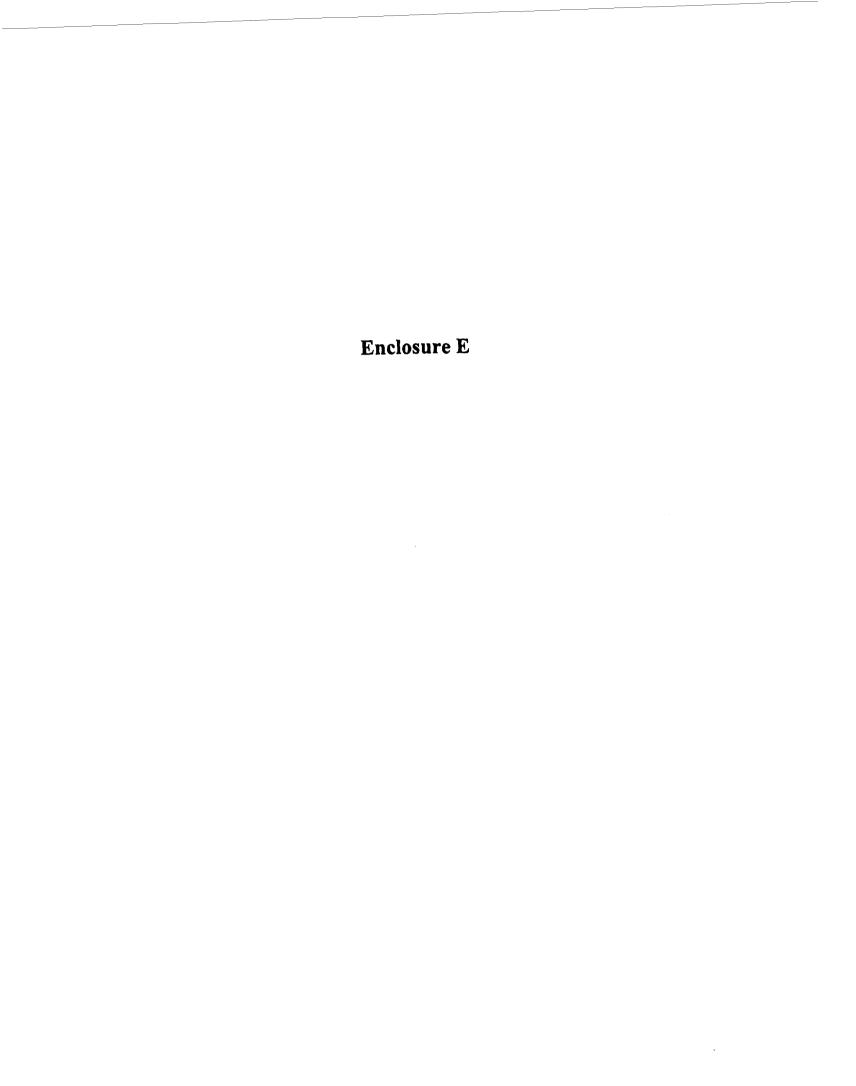
Strategies:

1. Develop tools and a consistent process of data collection that can be used to assess progress in implementing the recommendations of this plan.
2. Publish biennial reports showing the assessment of annual data on technology initiatives.

Technology implementation is a continuous process that adapts to the organization's changing circumstances and includes ongoing evaluation. Effective evaluation will force planners to rethink and adapt objectives, priorities, and strategies as implementation proceeds. Continuous evaluation also facilitates making changes if aspects of the plan are not working.

Evaluating the implementation of a technology plan can be conducted by various means. Simple observations, both negative and positive, that have been made by students and teachers using the technology are the most helpful. Interviews and informal meetings with both instructors and students can draw out the lessons that both groups have learned from using the technology. A simple written survey can assist in measuring the extent to which the plan has met its original objectives and expected outcomes. The following questions will be addressed when planning the evaluation of the implementation of your technology plan:

- How and when will you evaluate the impact your technology plan implementation has on student performance?
- Who will be responsible for collecting ongoing data to assess the effectiveness of the plan and its implementation?
- What windows of opportunity exist for reviewing the technology plan? (For example, the plan might be reviewed during curriculum review cycles.)
- How will accountability for implementation be assessed?
- How will you assess the level of technological proficiency gained by students, teachers, and staff?
- How will you use technology to evaluate teaching and learning?
- What is the key indicator of success for each component of the plan?
- How will you analyze the effectiveness of disbursement decisions in light of implementation priorities?

- How will you analyze implementation decisions to accommodate for changes as a result of new information and technologies?
- What organizational mechanism will you create that allows changes in the implementation of the technology plan and in the plan itself?

Enclosure E

Technology Plan Outline
Appendix 1

I. Executive Summary
   A. Mission statement

   B. Plan Summary

II. Information Technology Assessment
   A. Current inventory of equipment and services
      1. Computers

      2. Telecommunications

      3. Internet access and services

      4. Other technologies

   B. Current program status
      1. Curriculum integration

      2. Staffing and training

   C. Current budget
      1. Equipment and services

      2. Upgrades and maintenance

      3. Related infrastructure

      4. Staffing and training

   D. Needs assessment
      1. Recent developments and current status

      2. Planning process

III. Technology Objectives and Plans
   A. Overview
      1. Overall objectives

      2. Grade-appropriate curriculum integration

      3. Basic technology architecture and infrastructure plan

   B. Equipment and service components
      1. Hardware/software
         a. Computer

         b. Telecommunications

         c. Other (e.g., satellite receivers)

2. Services
    a. Computer and Internet access

    b. Telecommunications

    c. Other (e.g., distance learning)

3. Infrastructure
    a. Facility construction and/or renovation

    b. Telecommunications and electrical wiring

4. Related programs
    a. Upgrades and maintenance

    b. Security and privacy

    c. Inter-school initiatives

5. Deployment schedule

C. Staffing and training
    1. Technology coordination

    2. Support and maintenance

    3. Curriculum planning

    4. Staff training

    5. Other resources

IV. Plan Administration and Budgeting
    A. Current plan approval status
        1. Internal

        2. Independent review and approval

    B. Budgeting
        1. Equipment purchases and services schedule

        2. Annual budgeting and approvals

        3. Special bond issuance and approvals, if applicable

        4. Other funding sources
            a. Grants

            b. E-rate discounts

    C. Ongoing planning and review
        1. Plan review and revision plans

2. Technology program monitoring and evaluation process

Sample Technology Vision Statement
Appendix 2
Courtesy of Montana Office of Public Instruction

Vision statements for technology integration express the fundamental beliefs that guide a district in their efforts to infuse technology into the instructional and administrative programs. Belief statements might include thoughts such as:

- Technology is a tool to improve student motivation and learning.

- Classroom teachers will become guides directing students in learning activities rather than being the conveyors of facts and information.

- Technology will benefit students in the following ways:

- They will have greater control over their own learning,

- They will be able to adapt to our rapidly changing society, and

- They will be able to create, access, exchange, and analyze information readily from electronic sources.

- Technology supports learning by:

- Serving as a toll for teaching and learning,

- Accommodating different curriculum needs,

- Accommodating different learning styles, and

- Providing access to information.

Sample elements of a vision statement might include:

All students in a school district will be able to access and effectively use any information needed to function as a productive member of the 21st century society.

Teachers in the district will be able to use state-of-the-art technologies to prepare and deliver their lessons

Sample Technology Goals and Strategies
Appendix 3
Adapted courtesy of Virginia Department of Education

Goal 1

To integrate voice, video and data networks capable of providing communications at the school, division, and national levels.

Strategies

1. Conduct a survey to determine the status of network capabilities for each school division.
2. Develop and distribute guidelines (standards) for building-wide networking to support voice, video, and data.
3. Collaborate with agencies and institutions responsible for design and implementation of statewide and national infrastructure to assure compatibility and connections to all schools (e.g., Title III participation).

Goal 2

To improve teacher and student access to technological resources in classrooms and other learning centers through equitable distribution of grants, equipment, software, and technical assistance.

Strategies

1. Provide a network-ready multimedia microcomputer in K-12 classrooms.
2. Provide for network-ready microcomputers for classrooms to help schools achieve a 5:1 student to microcomputer ratio.
3. Encourage pilot projects to permit students to check out microcomputers for home use.
4. Explore and provide suitable [assistive] devices for special needs students.

Goal 3

Establish extensive training programs and appropriate incentives for teachers to enhance teaching and learning through the use of educational technologies.

Strategies:

1. Establish guidelines and specifications for teacher training.
2. Offer incentives for each educator who completes five graduate-level hours of staff development toward re-certification or endorsements.
3. Expand employment of technology specialists and recommend changes in existing regulations or the creation of new endorsement provisions for professionals in educational technology.
4. Use the recent work of the National Council for Accreditation of Teacher Education (NCATE) to define teacher competencies in areas of instructional technology.

Goal 4

Educators and administrators will have access to technologies that provide for the maintenance, reporting, and analysis of student and administrative data.

Strategies:

1. Adopt a comprehensive, standardized software package to support student and administrative

data management, analysis, and reporting.
2. Study future incorporation of a classroom management system to interface with other administrative software.

Goal 5

A system of ongoing evaluation will be established for assessment of technology applications, teacher preparation, and training.

Strategies:

1. Develop tools and a consistent process of data collection that can be used to assess progress in implementing the recommendations of this plan.
2. Publish biennial reports showing the assessment of annual data on technology initiatives.

Technology Assessment Inventory
Appendix 4

	Computer Labs	Class-rooms	Library or Media Ctr	Admin. Office	Other Location	Planned Future Acquisitions		
						Year 1	Year 2	Year 3
Computers (list by type)								
A.								
B.								
C.								
D.								
E.								
F.								
G.								
H.								
Number of computers listed above that are Internet ready								
Number of computers listed above equipped for multimedia								
Peripheral Devices								
A. Printers								
B. Scanners								
C. Modems (below 28.8 Kbps)								
D. Modems (28.8 Kbps or above)								
E. Assistive/Adaptive Devices								
F. Digital Cameras								
G. TV Monitors								
H. VCRs/Laser Disk Players								
I. Projection Devices								
J. Satellite Dishes								
K. Video Cameras								

L.								
M.								
N.								
Software (list by type)							
A.							
B.							
C.							
D.							
E.							
F.							
G.							
H.							
I.							
J.							
K.							
L.							
M.							
N..							
Network Equipment							
A. Hubs							
B. Routers							
C. Servers							
D.							
Number of rooms wired for internal connections							
Telecommunication Links							
A. Full or fractional T1							
B. ISDN							
C. Dedicated cable/microwave							

D.

Technology Plan Evaluation
Appendix 5
Courtesy of NCRTEC

Technology implementation is a continuous process that adapts to the organization's changing circumstances and includes ongoing evaluation. Effective evaluation will force planners to rethink and adapt objectives, priorities, and strategies as implementation proceeds. Continuous evaluation also facilitates making changes if aspects of the plan are not working.

Evaluating the implementation of a technology plan can be conducted by various means. Simple observations, both negative and positive, that have been made by students and teachers using the technology are the most helpful. Interviews and informal meetings with both instructors and students can draw out the lessons that both groups have learned from using the technology. A simple written survey can assist in measuring the extent to which the plan has met its original objectives and expected outcomes. The following questions should be addressed when planning the evaluation of the implementation of your technology plan:

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- How will accountability for implementation be assessed?

- How will you assess the level of technological proficiency gained by students, teachers, and staff?

- How will you use technology to evaluate teaching and learning?

- What is the key indicator of success for each component of the plan?

- How will you analyze the effectiveness of disbursement decisions in light of implementation priorities?

- How will you analyze implementation decisions to accommodate for changes as a result of new information and technologies?

- What organizational mechanism will you create that allows changes in the implementation of the technology plan and in the plan itself?